

Minimum Qualification Specifications
for the Class:

FOREIGN-TRADE ZONE REPRESENTATIVE

Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown below or any equivalent combination of training and experience.

General Experience: Applicants must have had three and one-half (3-1/2) years of one or a combination of the following types of experience:

- A. Responsible business or public administration experience which involved extensive public contact; or
- B. Responsible public relations or public information work which involved establishing and maintaining effective relations with public information and communications media and planning, organizing and conducting a program to disseminate information of an organization's activities.

Specialized Experience: One (1) year of responsible experience involving international finance, industrial development, business management or other fields

related to foreign trade or commerce. In all instances, the experience must show that the applicant has acquired a good working knowledge of domestic and international business practices, import-export commodity trends, customs and shipping requirements, or other information pertinent to the purchase, receipt, transfer, storage, clearance sale of goods and commodities originating in and/or destined to foreign countries.

Typically, this type of experience may be gained through experience as a merchant engaged in import-export trade, a loan or other responsible officer in a bank or other financial institution engaged in international finance or a position with the government where similar experience is available.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A master's degree in business administration, public administration, economics, journalism or a related field may be substituted for one (1) year of the General Experience.
2. A master's degree in foreign trade, international finance or other field of study related to international commerce may be substituted for one (1) year of Specialized Experience.
3. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class FOREIGN-TRADE ZONE REPRESENTATIVE which were approved on December 11, 2015.

Date Approved: 11/4/16 Lisa M. Y. Hodges
for JAMES K. NISHIMOTO, Director
Department of Human Resources Development

Note: Change in Class Title from FOREIGN TRADE ZONE REPRESENTATIVE to FOREIGN-TRADE ZONE REPRESENTATIVE effective January 04, 2016.